

CORPORATE MINUTES - BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE TOWN OF MANCHESTER

2025

September 17, 2025

Westhill Garden Community Room

Attending: Chairman Josh Howroyd
Vice Chairman Paul Rubin
Commissioner Lisa O'Neill
Commissioner Timothy Becker
Tenant Commissioner Eileen Remillard – Via Zoom
Executive Director Joseph D'Ascoli

Absent:

- I. Meeting Called to Order
Chairman Howroyd called the meeting to order at 6:30 pm.
- II. Adoption of Minutes June 18, 2025
Chairman Howroyd called for a motion to approve the minutes of the meeting of June 18, 2025. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0.
- III. Special Guest – Nathan Bonder – RAD Consultant LIHTC Development Group LLC
Mr. D'Ascoli introduced Mr. Nathan Bonder who has been working with MHA on the RAD conversion project. Mr. Bonder explained MHA is in Phase III of the RAD process. The goal was to get MHA's total public housing tenants below 250 units. The remaining units will be converted to RAD Section 18 Blend. With this conversion MHA can go with Fair Market Rents. The scattered sites have already been converted to Section 18. The next step is to get a needs assessment for remaining units to improve the quality of life for the residents.

Tom Acari did a needs assessment to give us a base line for repairs. MHA is trying to make all the repairs under one financing. There was a brief discussion about the possibly funding resources for this next phase. MHA could go with tax credits or HUD financing. Mr. Bonder suggested MHA go with HUD financing. HUD already has much of the needed information that is associated with the RAD conversion paperwork. In response to a question from Mr. Rubin, Mr. Bonder explained if MHA goes with HUD for the financing, HUD would approve a larger loan at a lower interest rate.
- IV. Correspondence – Town of Manchester Adopted Budget for 2025 - 2026.
 1. Letter from HUD – Regarding Shortfall Prevention Team
Mr. D'Ascoli reported to the Board that he received a letter from HUD stating that MHA is in a shortfall. MHA submitted all the appropriate paperwork but Kansas City Analyst said he could not find the paperwork for this. Mr. D'Ascoli went on to say that the figures needed were in the Annual Plan Administration line item. If these are identified MHA will not have a short fall.
 2. Letter from Town of Manchester – RE: CDBG Funding
Mr. D'Ascoli shared with the Board that MHA has been granted finding for one of two emergency generators. In response to a question from Ms. O'Neill that the life expectancy of generators is about 20 years. The ones we have now are older than that.

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V. Accounts Payable June, July, August

Mr. D'Ascoli stated MHA is in good shape.

VI. Executive Report

A. Financial Statements – June, July, August 2025

Mr. Cunihan reported to the Board that we are in month 11 of 12 months. Federal AMPS will show a modest increase for year end. The reports have different YE dates. The Congregate YE is 6/30/25. They have started their new fiscal year, and they are doing well. SERT year end is 9/30/25 and will be showing a profit. Spencer Village YE is 12/31. Overall, MHA is in good financial shape.

B. Vacancy Reports June, July, August 2025

Mr. D'Ascoli shared with the Board that MHA did not do as well as in previous months. We are at 90% collections. We have sent out several notices to quit due to non-payment of rent by tenants. Property managers have been following up with tenants to get paid the back rent. In response to a question from Mr. Rubin Mr. D'Ascoli explained that when tenants were asked why their rent was not yet paid tenants stated "they did not have the money."

C. General Information

1. August NAHRO advocacy Letters to Legislators (5-week period)

- Week 1 – Oppose Cuts to Housing & community Development Programs
- Week 2 – Protect Local Housing Solutions and Increase Housing Supply
- Week 3 – Preserve and Improve Critical Voucher Funding
- Week 4 – Support Local Economies Through Housing & Community Development Programs
- Week 5 – Preserve Public Housing for the Future
- Week 6 – Solving Homelessness with Housing & Support Services

Mr. D'Ascoli shared letters are being sent to State Legislators on the above topics.

2. Manchester Police Explorers Post 77

Mr. D'Ascoli is asking the Board for permission to make a donation to the Police Explorers Post 77 for the annual Thanksgiving Dinner they provide for the residents of Westhill Gardens. This is a very worthwhile organization, and they did an excellent job of serving the residents, even delivering dinners to residents.

3. National NAHRO 2025 Annual Conference Sept.- 30, 2025 Phoenix AZ

Mr. D'Ascoli asked if any Board members wish to attend this conference.

4. Any Other Information

Mr. D'Ascoli introduced MHA's latest employee, Angie Ruiz who is our Tax Credit Specialist. Angie is well versed in tax credits and also has her Real Estate license. She will be working at Spencer Village. MHA's contract with De Marco management expired in May. We extended it until we were able to hire a tax credit specialist. She will start at Spencer Village on October 1.

6. Resolution 2025-11 Opening of Site Based PBV for Spencer Street

Mr. D'Ascoli asked the board to approve opening the Wait List for Spencer Village. He explained once applications are submitted, names will be selected via a lottery system. Chairman Howroyd called for a motion to approve Resolution 2025-11 Opening of Site Based PBV for Spencer Street. Ms. O'Neill so moved. Mr. Becker seconded. Motion passed 5-0.

7. Resolution 2025-12 SAFMR (Small Area Fair Market Rent)

Chairman Howroyd called for a motion to approve Resolution 2025-12 SAFMR (Small Area Fair Market Rent). Ms. O'Neill so moved. Ms. Remillard seconded. Motion passed 5-0

8. Resolution 2025-13 Federal Public Housing Flat Rent

Chairman Howroyd called for a motion to pass Resolution 2025-13 Federal Housing Flat Rent. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0.

Chairman Howroyd called for a motion to suspend the rules and postpone approving Resolution 2025-14 and Resolution 2025-15 and move into Executive Session to discuss them. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0. The Board entered into executive Session EXECUTIVE SESSION

Chairman Howroyd called for a motion to leave the Executive Session. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0. The Executive session ended at 8:43 pm. No votes were taken.

9. Resolution 2025-14 Proposed Annual Operating Budget Oct. 1, 2025 – Sept. 30, 2026

Chairman Howroyd called for a motion to approve Resolution 2025-14 Proposed Annual Operating Budget Oct 1, 2025 to Sept. 30, 2025. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0.

10. Resolution 2025-15 Cost of Living Increase

Chairman Howroyd called for a motion to approve Resolution 2025-15 Cost of Living Increase. Mr. Becker so moved. Ms. O'Neill seconded. Motion passed 5-0.

11. Resolution 2025-16 Write Offs

Mr. D'Ascoli explained that MHA has unpaid rent items that can no longer be collected. These items need to be written off. At Mayfair Gardens there are 6 individuals who have passed. The uncollected Federal amount totals \$7,755. At Westhill Gardens we have 8 individuals who have passed. The uncollected amount to be written off is \$8,437.15. Chairman Howroyd called for a motion to approve Resolution 2025-16 Write Offs. Ms. O'Neill seconded. Motion passed 5-0.

X. Items for Future Agenda

Chairman Howroyd requested board members send any items for future agenda to Mr. D'Ascoli or him.

XI. Executive Session

1. To discuss Pending Litigation

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2. To discuss Performance and Compensation

XII. Adjournment

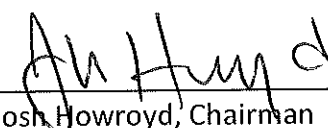
Chairman Howroyd called for a motion to adjourn the meeting. Ms. O'Neill so moved. Mr. Rubin seconded. Motion passed 5-0 to adjourn at 8:50 pm

Respectively Submitted



Joseph D'Ascoli, Recording Secretary

Attest: _____

 10/15/2025
Josh Howroyd, Chairman

